

TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-VIM
VISUAL INFORMATION MANAGEMENT COURSE



Approved by:

A handwritten signature in black ink, appearing to read "H Bell", with a long horizontal stroke extending to the right.

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VISUAL INFORMATION MANAGEMENT COURSE

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-VIM

TITLE: Visual Information Management Course

TRAINING LOCATION: Defense Information School, Ft. George G. Meade, Maryland

SPECIALTY AWARDED: None

PURPOSE: This course provides professional development in the knowledge and skills needed to perform the duties of visual information management.

COURSE DESCRIPTION: The Visual Information Management Course provides in-depth training in the duties required to manage a visual information activity. Students apply pertinent DoD Directives and related Service regulations during seminars and practical exercises to the management of a VI activity. Subjects covered are: ethics, safety issues, functions of a VI activity, procedures for producing VI productions, records management, personnel issues, the budgeting process, equipment/supply management, contracting for services, customer relations, deploying VI assets, and an overview of the visual information process within the Department of Defense and its component Services, as well as the future of VI.

PREREQUISITES: DoD military and civilian personnel in the VI/PA/Communication career fields.

SERVICE	ENLISTED	WARRANT OFFICER	OFFICER	CIVILIAN
USAF	E6-E9 3VXXX		O1-O3 33XX	GS07-GS13 10 Series
USN	E5-E8 PH, DM, LI		O1-O3 647X	GS07-GS13 10XX Series
USA	E7-E9 25Z		O2-O4	GS07-GS13 10XX Series
USMC	E5-E9 46XX	W1-W2 46XX		GS07-GS13

USAF personnel must be assigned to VDM position or request waiver through Majcom and Air Force Career Field Manager to attend course. Attendees that do not obtain a legitimate training line number will not be given credit for attending this course.

International students: English Comprehension Level (ECL) of 70; be in a VI/PA/Communications career field.

SECURITY CLEARANCE: None

CLASS SIZE:

MAXIMUM: 18

MINIMUM: 6

ANNUAL COURSE CAPACITY: 108

COURSE LENGTH: 10 TRAINING DAYS

ACADEMIC HOURS: 73

ADMINISTRATIVE HOURS: 7

TOTAL COURSE HOURS: 80

INSTRUCTOR CONTACT HOURS: 80

TYPE/METHOD OF INSTRUCTION: **HOURS:**

LECTURE (L): 45

ADMINISTRATIVE (AD): 7

GUEST LECTURE (GL)/SERVICE UNIQUE: 3

PERFORMANCE EXERCISE (PE): 14

WRITTEN EXAMINATION (EW): 4

FIELD TRIP (F): 7

TRAINING START DATE: October 2005

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, (DINFOS/DOT): (301) 677-3273; DSN 622-3273.

FUNCTIONAL AREA 1
VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE: Information Management in the VI Center

TPFN: DINFOS-VIM-001-001-

TPFN HOURS AND TYPE: 3 L

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001 Describe contents and use of a VI manager's guidebook.
002 Identify DoD/Service manual for preparing official correspondence.
003 Describe after action report.
004 Research the use of VI resources on the web.

SUMMARY OF INSTRUCTION: Students identify contents of a guide to assist them in performing the duties of their position. The VI manager will be responsible for preparing correspondence and should know sources to improve writing skills within their particular service. Students will explore the Internet, determining safe sites and discovering ways to validate the information found to be legitimate and its capabilities for training, research, and marketing. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

DoD Directive 5040.2, *Visual Information*

AR 25-50, *Preparing and Managing Correspondence*

SECNAVINST 5216.5C, *Naval Correspondence Manual*

Air Force Handout 37-137, *Tongue and Quill*

Deputy Secretary of Defense Memorandum, "Information Vulnerability and the World Wide Web,"
24 Sep 98

OMB Circular A-130, *Management of Federal Information Resources*

AFI 33-117, *Multimedia Management*

AR 25-1, *Army Information Management*

Army Pamphlet 25-91, *Visual Information Procedures*

STP 11-25Z4-SM-TG, Soldiers Manual and Trainer's Guide MOS 25Z Visual Information Chief

OPNAVINST 3104.5, *Navy Visual Information Production, Replication, Distribution and Management Information System Policy, Responsibilities and Procedures*

MCO 3104.1, *Marine Corps Visual Information and Combat Camera Support Manual*

AR 700-127 Appendix H, *Lesson Learned Writing Guide*

AR 11-33, Army Lessons Learned Program: System Development and Application

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE VISUAL INFORMATION PROCESS

UNIT TITLE: Overview of the VI Process within the Department of Defense

TPFN: DINFOS-VIM-001-002-

TPFN HOURS AND TYPE: 9 L

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: None

TASK(S): 001 Identify regulations, directives, and instructions concerning VI within DoD and each specific Service.
002 List the functions a VI Manager must perform.
003 Identify and discuss the role of VI within DoD.
004 Explain the VI organization structure for DoD and each specific Service.
005 Discuss how VI supports key decision makers and senior DoD leadership.

SUMMARY OF INSTRUCTION: Students participate in discussions concerning the role of visual information in the Department of Defense. This accomplishes a better understanding of the visual information manager's responsibilities according to DoD and service directives, regulations, and instructions. Students also learn how technological advances in documentation and transmission of imagery support key decision makers. Students will receive an in-depth tour of VI related courses to understand the capabilities of personnel. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

OMB Circular A-130, *Management of Federal Information Resources*
DoD Directive 5040.2, *Visual Information*
DoD Directive 5040.3, *DoD Joint Visual Information Services*
DoD Directive 5040.4, *Joint Combat Camera Operations*
DoD Directive 5040.5, *Alterations of Official DoD Imagery*
DoD Directive 5040.6, *Life-cycle Management of DOD Visual Information (VI)*
Army Regulation (AR) 25-1, *The Army Information Resources Management Program*
Department of the Army Pamphlet 25-91, *Visual Information Procedures*
Air Force Instruction (AFI) 33-117, *Multimedia Management*
OPNAVINST 3104.1, *Naval Visual Information and Combat Camera Program Policy and Responsibilities*
OPNAVINST 3104.2, *Naval VI Management Policy, Responsibilities, and Procedures*
OPNAV Instruction 3104.3, *Naval Combat Camera Program Policy, Responsibilities, and Procedures*
OPNAV Instruction 3104.4, *Naval VI Imagery Management Policies, Responsibilities, and Procedures*

OPNAV Instruction 3104.5, *Naval VI Production, Replication, Distribution, and Management Information System Policy, Responsibilities, and Procedures*
MCO 3104.1, *Marine Corps Visual Information and Combat Camera Support Manual*

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE VISUAL INFORMATION PROCESS

UNIT TITLE: Deployment of VI Assets

TPFN: DINFOS-VIM-001-003-

TPFN HOURS AND TYPE: 4 L; 7F

TPFN TOTAL HOURS: 11

PREREQUISITE TPFN: DINFOS-VIM-001-001-

TASK(S):

- 001 Explain the role and mission of Combat Camera.
- 002 Explain VI Center support for contingencies.
- 003 Discuss joint operations.
- 004 Explain the Joint Combat Camera Center's mission and procedures for transmitting imagery.
- 005 Observe operations and receive briefing from Joint Combat Camera Center (JCCC).

SUMMARY OF INSTRUCTION: Students receive information about deployment of VI assets, to include the mission of Combat Camera. Discussions will focus on what the VI community is responsible for during contingencies and issues faced in joint operations. The students explore the JCCC mission, and how imagery is collected and disseminated to both internal and external customers, during a field trip to the center. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

Joint Combat Camera Web Site: <http://dodimagery.afis.osd.mil>
OMB Circular A-130, *Management of Federal Information Resources*
DoD Directive 5040.2, *Visual Information*
DoD Directive 5040.3, *DoD Joint Visual Information Service*
DoD Directive 5040.4, *Joint Combat Camera (COMCAM) Program*
DoD Directive 5040.6, *Life-cycle Management of DOD Visual Information (VI)*
Multi-Service Tactics, Techniques and Procedures for Joint Combat Camera Operations
Joint Combat Camera Field Guide
DoD Directive-Memorandum, Life Cycle Management of DoD VI attachments 1-4

INSTRUCTOR/STUDENT RATIO: 1:18 (L, F)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE VISUAL INFORMATION PROCESS

UNIT TITLE: Public Law and the VI Center

TPFN: DINFOS-VIM-001-004-

TPFN HOURS AND TYPE: 8 L

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: DINFOS-VIM-001-001 through DINFOS-VIM-001-002

TASK(S):

- 001 Explain the importance of imagery accessioning.
- 002 Describe the procedures for submitting imagery to the component accessioning point.
- 003 Explain copyright laws.
- 004 Explain and discuss DoD policy on image enhancement/alteration.
- 005 Explain policy on release of imagery.
- 006 Discuss the importance of a safety program and identify OSHA requirements.
- 007 Identify VI responsibility to environmental protection (including HAZMAT and chemical other than photo).

SUMMARY OF INSTRUCTION: Students receive information concerning Public Law and its effect on the operation of a visual information center. Students will discuss the responsibilities of managing the life cycle and proper dissemination channels of imagery produced by any DoD personnel. Students will determine what is imagery enhancement or alteration according to DoD policy. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

US Copyright Act of 1976

Public Law 754, Title 5, Federal Records Act of 1950

OMB Circular A-130, *Management of Federal Information Resources*

DoD Directive 5040.2, *Visual Information*; DoD Directive 5040.3, *DoD Joint Visual Information Services*; DoD Directive 5040.5, *Alterations of Official DoD Imagery*; DoD Directive 5040.6, *Life-cycle Management of DOD Visual Information (VI)*; DoD 5040.6-M-1, *Decision Logic Table Instructions for Recording and Handling Visual Information Material*; DoD Directive 5230.9, *Clearance of DoD Information for Public Release*; DoD Instruction 6050.5, *DoD Hazard Communication Program*; DoD Instruction 6050.1, *DoD Occupational Safety and Health Program*

Defense Visual Information Web Site: <http://dodimagery.afis.osd.mil>

Title 17, U.S. Code; Title 44, U.S. Code Section 31 and 36

www.copyright.gov

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE VISUAL INFORMATION PROCESS

UNIT TITLE: Functions of a VI Center

TPFN: DINFOS-VIM-001-005-

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: All previous TPFNs

TASK(S): 001 Identify and discuss the function of photography (enabling).
002 Identify and discuss the function of graphics (enabling).
003 Identify and discuss the function of video (enabling).
004 Identify and discuss the function of video teleconferencing.
005 Identify and discuss the function of commander's access channel.
006 Identify and discuss the function of maintaining equipment.
007 Identify and discuss the function of weapons system video.

SUMMARY OF INSTRUCTION: Students discuss the various functions that VI personnel perform and how technological advancements have changed the way their VI center operates. The students will review each function in the task list to understand its operation, even without prior experience. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

DoD Directive 5040.2, *Visual Information*

AR 25-1, *Army Information Management*

DA PAM 25-91, *Visual Information Procedures*

MCO P5290.1, *Marine Corps Training and Audiovisual Support Manual*

AFI 33-117, *Multimedia Management*

STP 11-25Z4-SM-TG, *Soldiers Manual and Trainer's Guide MOS 25Z Visual Information Chief*

OPNAVINST 3104.1, *Naval Visual Information and Combat Camera Program Policy and Responsibilities*

OPNAVINST 3104.2, *Naval VI Management Policy, Responsibilities, and Procedures*

OPNAV Instruction 3104.3, *Naval Combat Camera Program Policy, Responsibilities, and Procedures*

OPNAV Instruction 3104.4, *Naval VI Imagery Management Policies, Responsibilities, and Procedures*

OPNAV Instruction 3104.5, *Naval VI Production, Replication, Distribution, and Management Information System Policy, Responsibilities, and Procedures*

MCO 3104.1, *Marine Corps Visual Information and Combat Camera Support Manual*

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE VISUAL INFORMATION PROCESS

UNIT TITLE: VI Productions

TPFN: DINFOS-VIM-001-006-

TPFN HOURS AND TYPE: 3 L

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S):

- 001 Identify the VI production types (categories).
- 002 Recognize DD Form 1995 - *Visual Information (VI) Production Request and Report*, and identify procedures to complete it.
- 003 Explain the mission of the Joint VI Activity system.
- 004 Define the Defense Automated Visual Information System (DAVIS) and identify procedures for its use.

SUMMARY OF INSTRUCTION: Students receive information concerning visual information productions and their life cycles. Along with identification of production categories and the differences between them, the students will identify procedures for the completion of DD Form 1995. Student will visit the DAVIS web site to identify its significance as a resource and the process to acquire those resources. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

DoD Directive 5040.2, *Visual Information*
DoD Instruction 5040.7, *Visual Information Production Procedures*
<http://dodimagery.afis.osd.mil/dodimagery/html/productions.html>

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE VISUAL INFORMATION PROCESS

UNIT TITLE: The Importance of Customer Relations

TPFN: DINFOS-VIM-001-007-

TPFN HOURS AND TYPE: 5 L

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: None

TASK(S): 001 Identify and educate customers; market services.
002 Explain alternative sources and their importance.
003 Discuss how VI interacts with local staff functions/agencies.
004 Discuss the importance of maintaining production control.

SUMMARY OF INSTRUCTION: Customer service plays a vital role in any business and there is no difference in the military. Students participate in the importance of customer relations in the operation of a VI center. Students will discuss ways to make VI viable through efforts in marketing their services and the potential benefits of their efforts. Students will understand how justification for additional resources is supported through documentation maintained in production reports. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

Student text
Navy Customer Service Manual

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE VISUAL INFORMATION PROCESS

UNIT TITLE: Functional Area Exam 1 and Critique

TPFN: DINFOS-VIM-001-008-

TPFN HOURS AND TYPE: 2 EW

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS-VIM-001-001 through DINFOS-VIM-001-006

TASK: 001 Complete Functional Area Exam I and Critique.

SUMMARY OF INSTRUCTION: Students are required to complete a case study in which they will use critical thinking skills to apply the techniques and laws they have learned in TPFN DINFOS-VIM-001-001 through DINFOS-VIM-001-006. Students will write a paper offering multiple solutions using alternative methods to solve the situations within the case study appropriately. Students must receive a GO on the case-study paper.

REFERENCES:

See TPFN DINFOS-VIM-001-001 through DINFOS-VIM-001-006

INSTRUCTOR/STUDENT RATIO: 1:18 (EW)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE: Personnel Management in the VI Center

TPFN: DINFOS-VIM-002-001-

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S): 001 Discuss civilian personnel issues.
002 Discuss military personnel issues.
003 Identify VI training availability.

SUMMARY OF INSTRUCTION: Students participate in discussions concerning the similarities and differences of civilian and military personnel issues. Students will discuss working relationships with personnel and areas of concern when working with military or civilians. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

DoD Manual 1400.25M, *Department of Defense Civilian Personnel Manual*
DoD Instruction 1422.1, *Hours of Duty*
DoD Directive 1426.1, *Labor Management Relations in DoD*
DoD Directive 1430.2, *Civilian Career Management*
DoD Directive 1430.4, *Civilian Employee Training*
DoD Manual 1348.33, *Manual of Military Decorations and Awards*
AR 600-200, *Enlisted Personnel Management System*
AR 672-51, *Military Awards*
AR 623-205, *Enlisted Evaluation Reporting System*
MCO P1620.7E, *Performance Evaluation System*
NAVPERS 155560, *Naval Military Personnel Manual*
OPNAVINST 1610.10 *Navy Performance Evaluation and Counseling*
AFI 36-2403, *The Enlisted Evaluation System*
DINFOS web site: <http://www.dinfos.osd.mil>

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE: The Budget Process

TPFN: DINFOS-VIM-002-002-

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S): 001 Define the Program Objective Memorandum (POM) process.
002 Explain the process for gathering information to prepare budget inputs.
003 Discuss support agreements.
004 Describe procedures for preparation of life-cycle equipment plans.
005 Describe procedures for writing budget justifications.
006 Identify alternate funding sources.

SUMMARY OF INSTRUCTION: Students will be provided information on the overall budget system and how the Services create a POM. In order to operate, a budget is required and information for that budget is gathered through multiple sources. Students receive instruction on how to prepare a good budget justification and if required funds or equipment are not received, alternatives are explored. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

DoD Instruction 4000.19, *Interservice and Intragovernmental Support*
DoD Instruction 7045.7, *Implementation of the Planning, Programming, and Budgeting System*
DoD Directive 7045.14, *The Planning, Programming and Budgeting System*
DoD Manual 7110.1M, *Department of Defense Budget Guidance Manual*
DoD 7000.14-R, *Financial Management Regulation*
DoD 7045.7-H, *FYDP Program Structure*
DoD 4160.21-M, *Defense Reutilization and Marketing Manual*
DoDI 4715.3, *Environmental Conservation Program*
DoDI 4715.4, *Pollution Prevention*
MCO P7100.8, *Field budget procedures*

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE: Equipment/Supply Management in a VI Center

TPFN: DINFOS-VIM-002-003-

TPFN HOURS AND TYPE: 3 L

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: DINFOS-VIM-002-001 and DINFOS-VIM-002-002

TASK(S): 001 Discuss procurement of equipment/supplies.
002 Explain role of agencies such as TASA/DRMS.
003 Discuss importance of equipment accountability.
004 Identify basic maintenance management procedures.
005 Discuss importance of equipment compatibility.
006 Explain procedures for preparing a Report of Survey.

SUMMARY OF INSTRUCTION: The class discusses how to obtain information to make intelligent purchasing decisions. Students explain and discuss the role of logistic agencies such as TASA/DRMS in the procurement process, along with avenues for obtaining free equipment and supplies. Student will discuss the many facets of equipment accountability, compatibility, maintenance and their importance. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

DoD Instruction 7200.10, *Guidance for Accounting and Reporting of Government Property Lost, Damaged, or Destroyed*

DoD Directive 7200.11, *Liability for Government Property Lost, Damaged, or Destroyed*

DoD Manual 4160.21, *Defense Reutilization and Marketing Manual*

T-ASA Web site: <http://tasa.dodmedia.osd.mil/main.html>

DRMS Web site: <http://www.drms.dla.mil/>

Federal Supply Service Web site: <http://www.fss.gsa.gov>

DoD 4140.1-R, DoD Material Management Regulation

DoD 4000.25-M, Defense Logistics Management System

DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures

DoD 4120.24-M, DoD Standardization Program, Policies and Procedures

DoDI 4161.2, Management, Control and Disposal of Government Property in the Possession of Contractors

Army Regulation 735-5, Policies And Procedures For Property Accountability

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE: Basic Contracting Procedures

TPFN: DINFOS-VIM-002-004-

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS-VIM-002-001, DINFOS-VIM-002-003, and
DINFOS-VIM-002-004

TASK(S): 001 Explain role of the contracting office.
002 Discuss purchase procedures.
003 Explain procedures for sole-source justification.
004 Discuss interaction with vendors.

SUMMARY OF INSTRUCTION: Students receive instruction on the role of the contracting office in defense procurement, government wide purchase card, and vendor interaction. Students will review the procedures and requirements for sole-source justification. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

Federal Acquisition Regulation Part 13, Simplified Acquisition Procedures
Defense Acquisition Regulation
DoD Purchase Card Management Office Web site: <http://purchasecard.sarda.army.mil/>
USAF Internal Procedures for Using the International Merchant Purchase Authorization Card (IMPAC), 28 Apr 97
DoD 4000.25-M, Defense Logistics Management System
DoDI 4100.33, Commercial Activities Program Procedures
DoD 4205.1-G, Guide to the Defense Acquisition Regulation for Small Business, Small Disadvantaged Business, Women-owned Business
Title 10 U.S. Code
DoD 7000.14-R, Department of Defense Financial Management Regulations

INSTRUCTOR/STUDENT RATIO: 1:18 (L)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE: Functional Area Exam 2 and Critique

TPFN: DINFOS-VIM-002-005-

TPFN HOURS AND TYPE: 2 EW

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS-VIM-002-001 through DINFOS-VIM-002-005

TASK: 001 Complete Functional Area Exam II and Critique.

SUMMARY OF INSTRUCTION: Students are required to complete a case study in which they will use critical thinking skills to apply the techniques and laws they have learned in TPFN DINFOS-VIM-002-001- through DINFOS-VIM-002-005. Students will write a paper offering multiple solutions using alternative methods to solve the situations within the case study appropriately. Students must receive a GO on the case-study paper.

REFERENCES:

See TPFN DINFOS-VIM-002-001 through DINFOS-VIM-002-005

INSTRUCTOR/STUDENT RATIO: 1:18 (EW)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3
SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE: Air Force VI Issues

TPFN: DINFOS-VIM-003-001-

TPFN HOURS AND TYPE: 3 GL

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001 Receive information on current issues in AF multimedia.
002 Identify sections of and use of AF Form 833
003 Explain use of manpower documents.
004 Define Weapons Systems Video (WSV) and its use.
005 Discuss mobility issues in a Multimedia Center.
006 Explain Air Crew Administrations.
007 Identify components of a Master Training Plan.
008 Discuss importance and elements of cross training interviews.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. Air Force students receive briefings on current issues in Air Force multimedia, along with instruction on how to complete and use Air Force specific documents and reports. The students must participate to a level that is acceptable to the Air Force representative.

REFERENCES:

AFI 33-117, *Multimedia Management*

Guest lecturer will provide reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Air Force students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3
SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE: Marine Corps VI Issues

TPFN: DINFOS-VIM-003-002-

TPFN HOURS AND TYPE: 3 GL

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001 Receive information on current issues in Marine Corps VI.
002 Explain use of manpower documents.
003 Describe procedures for submitting planning summaries.
004 Describe roles/missions of 4600 OCC field.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. Marine Corps students receive briefings on current issues in Marine Corps VI, along with instruction on how to complete and use Marine Corps specific documents and reports. The students must participate to a level that is acceptable to the Marine Corps representative.

REFERENCES:

MCO 3104.1, *Marine Corps Visual Information and Combat Camera Support Manual*
Guest lecturer will provide other reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Marine Corps students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3
SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE: Navy VI Issues

TPFN: DINFOS-VIM-003-003-

TPFN HOURS AND TYPE: 3 GL

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001 Receive information on current issues in Navy VI.
002 Discuss shipboard DPL program.
003 Discuss major claimants.
004 Explain use of manpower documents and NEC management.
005 Discuss OPNAVINST 3104 series.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. The Navy VI Functional Manager or appointed representative will brief the students on current VI issues. The Navy Major Claimants are identified and discussed. Manpower documents and aircrew administration are reviewed. The students must participate in the discussions to a level that is satisfactory to the Navy representative.

REFERENCES:

OPNAVINST 3104.1, *Naval Visual Information and Combat Camera Program Policy and Responsibilities*

OPNAVINST 3104.2, *Naval VI Management Policy, Responsibilities, and Procedures*

OPNAV Instruction 3104.3, *Naval Combat Camera Program Policy, Responsibilities, and Procedures*

OPNAV Instruction 3104.4, *Naval VI Imagery Management Policies, Responsibilities, and Procedures*

OPNAV Instruction 3104.5, *Naval VI Production, Replication, Distribution, and Management Information System Policy, Responsibilities, and Procedures*

Information System Policy, Responsibilities, and Procedures

Guest lecturer will provide other reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Navy students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3
SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE: Army VI Issues

TPFN: DINFOS-VIM-003-004-

TPFN HOURS AND TYPE: 3 GL

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001 Receive information on current issues in Army VI.
002 Explain use of manpower documents.
003 Explain TADSS (Training Aids Devices, Simulators, and Simulations).
004 Understand the Army VI strategy statement.
005 Explain Information Management/Information Technology in the Army.
006 Identify required VI reports.
007 Explain VI career fields for both military and civilian personnel.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. The Army students receive information on current VI issues from the Army VI Functional Manager. The students also receive information on Army VI specific items to include: using manpower documents, TADSS, VI strategy statement, required forms and reports, and an overview of Army VI. Students must participate in the discussions to a level that satisfies the Army representative.

REFERENCES:

AR 25-1, *The Army Information Resources Management Program*
Army Pamphlet 25-91, Visual Information Procedures
Guest lecturer will provide reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Army students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4
VISUAL INFORMATION MANAGEMENT IN OPERATION

UNIT TITLE: Student Presentation

TPFN: DINFOS -VIM-004-001-

TPFN HOURS AND TYPE: 12 PE

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: All previous TPFNs

TASK(S): 001 Select topic to present.
002 Research topic.
003 Create PowerPoint presentation.
004 Edit, proof, and rehearse presentation.
005 Present briefing.
006 Critique exercise.

SUMMARY OF INSTRUCTION: This exercise allows students to prepare and present a PowerPoint presentation concerning visual information issues in a non-threatening environment. Students will use information learned during the course to research and support their presentation. They will be critiqued on the presentation itself, to include spelling and professional appearance. The briefing will be critiqued by the instructor, fellow students, and if available, a senior VI leader from DINFOS, based on the VIM Course Presentation Checklist.

REFERENCES:

Microsoft PowerPoint Tutorial
Adobe Photoshop Tutorial
Student text
Internet
Technical Reference Center

INSTRUCTOR/STUDENT RATIO: 1:18 (PE)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4
VISUAL INFORMATION MANAGEMENT IN OPERATION

UNIT TITLE: End-Of-Course Performance Exercise (In-Basket Exercise)

TPFN: DINFOS-VIM-004-002-

TPFN HOURS AND TYPE: 2 PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: All previous TPFNs

TASK(S): 001 Analyze and prioritize taskings.
002 Respond to crisis situation.
003 Present debrief.
004 Critique exercise.

SUMMARY OF INSTRUCTION: This exercise simulates a day-in-the-life of a visual information manager. The class is divided into groups of no more than 4 and given a group of tasks. Viewing themselves as the head of the simulated VI center, the group collectively must analyze and prioritize the taskings utilizing the information received during the course. To further simulate reality, the instructor provides numerous “interruptions” and crisis situations that must be dealt with by the group. Each group will then debrief the class on how they prioritized their taskings and handled the crisis situations. The students must participate and interact to a level that is satisfactory to the instructor.

REFERENCES:

See DINFOS-VIM-001-001 through DINFOS-VIM-004-001

INSTRUCTOR/STUDENT RATIO: 1:18 (PE)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
COURSE ADMINISTRATION

UNIT TITLE: Course Administration Activities

TPFN: DINFOS-VIM-005-001-

TPFN HOURS AND TYPE: 7 AD

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASK(S): 001 Complete Inprocessing.
002 Complete End-of-Course Critique.
003 Closing Ceremony.
004 Complete Outprocessing.

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES:

DINFOS Policies and Procedures Manual

Student text

Websites: Ft Meade, DINFOS, Tourism of Washington D.C., Baltimore, and Annapolis

INSTRUCTOR/STUDENT RATIO: 1:18 (AD)

SAFETY FACTORS: Normal